

GOVERNMENT OF HARYANA**HIGHER EDUCATION DEPARTMENT****Notification**

The 16th July, 2014

No. KW 20/8-2009 UNP (S).—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Maharishi Markandeshwar University, Sadopur-Ambala to Frame its First Statutes.

S. S. PRASAD,
Additional Chief Secretary to Government, Haryana,
Higher Education Department, Chandigarh.

**THE FIRST STATUTES OF THE MAHARISHI MARKANDESHWAR UNIVERSITY,
SADOPUR-AMBALA, HARYANA**

1. Short Title and Commencement :– (1) These statutes shall be called the First Statutes of the Maharishi Markandeshwar University, Sadopur-Ambala.

(2) It shall come into force from the date it is finally published in the official gazette of Government of Haryana.

2. Definitions :- (1) In these statutes unless there is anything repugnant to the subject or context:

- (i) "Act" means the Haryana Private Universities Act, 2006;
- (ii) "Section" means a section of the Haryana Private Universities Act, 2006;
- (iii) "the University" means the Maharishi Markandeshwar University, Sadopur-Ambala;
- (iv) "Authority" means any of the Authorities of the University;
- (v) "Officer" means an officer of the University;
- (vi) "Academic Units" means institutes, schools, colleges, departments, etc. established and maintained by the University within the campus.

(2) All words and expressions used hereinafter but not defined shall have the same meaning as assigned to them in the Act.

3. Other Officers of the University :- In addition to the officers specified in section 14 of the Act, there shall be the following other officers, namely :

- (i) Dean Academic Affairs;
- (ii) Deans of Faculties;
- (iii) Dean Students Welfare;
- (iv) Dean, Research & Development;
- (v) Directors/Principals;
- (vi) Heads of the Departments; and
- (vii) such other persons in the service of the University as may be declared by the subsequent Statutes to be the Officers of the University.

4. Appointment, Powers and Functions of the Chancellor :– (1) **Appointment** - The Chancellor shall be appointed by the sponsoring body for a term of three years and renewable with the approval of the Visitor on such terms and conditions as may be decided by the sponsoring body from time to time and he shall be eligible for reappointment.

(2) **Powers and Functions of the Chancellor** - In addition to the powers conferred upon him under section 16, the Chancellor shall exercise the following powers, namely:

- (i) he shall be the Chairperson of the Governing Body;
- (ii) he shall have the right to conduct an inspection or cause an inspection to be made, by such officer or officers as he may direct, of the University or any Academic Units, including the buildings, laboratories, records and equipments thereof and also of the examinations, teaching and other work conducted or done by it, or to cause an inquiry to be made in a like manner in respect of any matter connected with the administration and finances of the University, or any Academic Units;
- (iii) in case of inspection or inquiry relating to any of the affairs of the University or any Academic Units, he shall communicate to the Vice-Chancellor the result of such inspection or inquiry together with his views thereon and advise him with regard to the action to be taken thereon and on receipt of the report made by him, the Vice-Chancellor shall communicate the same forthwith to the Board of Management for consideration and the Board of Management shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by it upon the results of such inspection or inquiry;
- (iv) where in the opinion of the Chancellor the action taken by the Board of Management is not appropriate, he may after considering any explanation furnished or representation made by the Board of Management issue such directions as he may deem fit and the University shall comply with such directions;

- (v) without prejudice to the foregoing provisions, he may, by an order in writing, annual proceedings of any of the authorities or the decision of any officer of the University, as the case may be, which is not in conformity with the provisions of the Act or the statutes or ordinances or regulations, as the case may be;
- Provided that before making such order, he shall call upon the Vice-Chancellor to explain why such an order should not be made and if any cause is shown within the period specified by him in this behalf, he shall consider the same;
- (vi) the Chancellor may nominate the other members on Governing Body, Board of Management, Academic Council and other authorities of the University in keeping with the relevant provisions of the Act/Statutes for the constitution of the authorities of the University;
- (vii) Subject to the provisions of the Act/ Statutes, the decision of the Chancellor shall be final on all the matters forwarded to him by the Authorities/Officers of the University;
- (viii) the Chancellor shall delegate powers and functions of any of his powers or powers of any of his subordinate officers to any other officer and authorize him to exercise any or all the powers of such an officer in the absence of said officer or in the exigency of any such situation under which he considers invoking the provisions of this clause for smooth functioning of the University through official orders;
- (ix) to approve the appointment of such academic and administrative staff which require his approval as per relevant provisions of the Act and Statutes applicable to the University;
- (x) he shall have the power to convene or cause to be convened meetings of Governing Body and any other authorities of the University;
- (xi) he may, at any time, require or direct the officers of the University subordinate to him to act in conformity with the provisions of the Act, Statutes, Ordinances and the Regulations made thereunder;
- (xii) any employee of the University who is aggrieved by the decisions of the Board of Management or the Vice Chancellor in respect of any disciplinary action taken against him, may address a memorial to the Chancellor in such manner as may be prescribed by Statutes, Ordinances and Regulations and in such matters the decisions of the Chancellor shall be final;
- (xiii) he may, in the interest of the University, defer any decision of any of the authorities of the University or the Vice Chancellor; and
- (xiv) subject to the provisions of the Act, he shall be empowered to take such other action as he may deem fit in the interest of the University and its institutions for which he shall not be answerable to any other person or authority.

(3) When the Chancellor is away from his office or if he is unable to perform his duties due to ill health or for any other reasons, the Vice-Chancellor, and if the office of the Vice-Chancellor is also vacant, such officer, as he may appoint, shall perform his duties, and the Vice-Chancellor or as the case may be, the officer appointed by him shall, at the earliest opportunity, report the action taken by him for his confirmation:

Provided that if the action taken is not approved by him, his decision thereon shall be final.

5. Terms and Conditions of Appointment and Powers and Functions of the Vice-Chancellor :- (1)

Appointment - Subject to the provisions of the Act, the Vice-Chancellor shall be a whole time salaried officer of the University and would be entitled to a salary and perks as may be negotiated by the Chancellor at the time of his appointment.

(2) The Vice-Chancellor may resign from his office by serving a notice of one month in writing under his hand addressed to the Chancellor:

Provided that where the circumstances so warrant, the Chancellor may waive off the period of notice and accept the resignation forthwith.

(3) If the office of the Vice-Chancellor falls vacant due to resignation or otherwise, the Chancellor may appoint any other person who shall perform the duties of the Vice-Chancellor, until the vacancy is filled up on regular basis or until the Vice-Chancellor resumes his duties, as the case may be, and the officer so appointed shall have all the powers of the Vice-Chancellor.

(4) **Powers and Functions** - In addition to the powers conferred upon him under section 17, the Vice-Chancellor shall exercise and perform the following powers and functions, namely:

- (i) he shall be entitled to be present at, and to address any meeting of any of the authorities of the University;
- (ii) he shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities in letter and spirit and ensure that they are not contradictory in nature and practice;
- (iii) he shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such officer or officers as he may deem fit;
- (iv) with the approval of the Chancellor he shall make appointments of the Directors/Principals, Professors, Associate Professors, Assistant Professors, Librarian and other academic and administrative staff of the University, as may be necessary, on the recommendations of the selection committees constituted for the purpose by the Chancellor.
- (v) he shall grant leave of absence to any officer/employee of the University and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence;
- (vi) he shall have the authority to take disciplinary action against any employee for any omissions and commissions, dereliction of duty etc. as may be specified by the subsequent statutes; ordinance, and regulations :

Provided that if the decision taken by any authority on his report affects any person in the service of the University, the said person may appeal to the Chancellor within thirty days from the date on which such a decision was communicated to him and the decision of the Chancellor on such appeal shall be final;

- (vii) he shall have the power to convene or cause to be convened meetings of the various authorities, except that of the Governing Body;
- (viii) he shall act as a vital link with the University Grants Commission or All India Council of Technical Education or National Council of Teacher Education or Council for Architecture or Pharmacy Council of India or National Assessment & Accreditation Council (NAAC) or National Board of Accreditation (NBA), other National and International agencies and other regulatory authorities or Universities, as the case may be;
- (ix) he shall take steps and bring about NAAC or NBA accreditation for the University to provide guidance and logistic support for getting the highest possible grade to the University and to help the Academic Units to get maximum amounts of financial grants from various funding agencies including UGC or AICTE, State and Central Governments;
- (x) he shall take steps to keep abreast with the latest educational policies of both the State and Central Governments and also the corpus of knowledge and trends in various disciplines and to apprise the Departments and Institution about the same and to guide them in their proper implementation;
- (xi) he shall, at the close of each academic year, in the manner specified in the subsequent statutes or ordinances, assess and evaluate the teaching and research work done by the members of the faculty and if he deems necessary, he may appoint a committee of experts for the purpose. On such assessment or evaluation, if he is of the opinion that the work and conduct of any member of the faculty is not satisfactory, he may, in the manner as laid down in the subsequent statutes or ordinances or regulations initiate or cause to be initiated action against such a member;
- (xii) he shall exercise such other powers as may be specified in the subsequent statutes;
- (xiii) he shall ensure that the provisions of the Act, Statutes, Ordinances and the Regulations are duly observed and implemented and he shall take all necessary steps in this regard; and
- (xiv) he shall be responsible for the proper maintenance and discipline of the University and shall be accountable to the Chancellor and authorities of the University.

6. Appointment, Terms and Conditions of Service of the Registrar and his Duties and Functions :-

(1) **Appointment** - Subject to the provisions of the Act, the Registrar shall be appointed by the Chairperson of the sponsoring body on the recommendations of a Selection Committee as may be constituted by him with the Vice-Chancellor as its Chairman on the terms and conditions of service as may be specified in the subsequent statutes.

(2) When the office of the Registrar is vacant or when the Registrar by reason of illness or absence for any other cause is unable to perform his official duties, his duties shall be performed by such officer as the Vice-Chancellor may appoint subject to the approval of the Chancellor.

(3) The Registrar shall be a whole time salaried officer of the University and shall work under the direction and control of the Vice-Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.

(4) **Duties and Functions** - In addition to the duties and functions conferred upon him under Section 18 of the Act, the Registrar shall perform the following duties and functions, namely:

- (i) to formulate a time schedule for various academic and administrative activities for the annual or semester format including receiving of applications for admissions to the University and to keep a permanent record of all the students enrolled, syllabi, curricula and information connected therewith;
- (ii) to make arrangements for and supervise the examinations conducted by the University in the absence of the Controller of Examinations or in case a Controller of Examinations is not in position;
- (iii) to maintain a register of all degrees, diplomas and academic distinctions conferred by the University;
- (iv) to have the custody of the record, the common seal and other assets and properties of the University as the Chancellor may commit to his charge and shall take steps as are necessary for proper maintenance and upkeep of the same;
- (v) to supply to the Chancellor copies of the agenda of meetings of the authorities as soon as they are issued and the minutes of such meetings ordinarily within a month of the holding of the meetings;
- (vi) to represent the University in suits or proceedings by or against the University, sign power of attorney and verify pleadings for this purpose;
- (vii) to enter into agreements, contracts, sign documents and authenticate records on behalf of the University;
- (viii) he shall, under the instructions of the Chancellor/Vice-Chancellor and in exercise of the provisions made in the Statutes, Ordinances and Regulations, issue Notices and Agenda concerning all meetings of the Governing Body, the Board of Management, the Academic Council and such other authorities of the University as may be specified by the Regulations and shall maintain record of the minutes of their meetings;
- (ix) he shall be responsible for the general discipline of the administrative offices of the University office and shall have disciplinary control over the employees in the administrative offices of the University; and
- (x) to perform such other functions as may from time to time be assigned to him by the Vice-Chancellor and the Chancellor, as the case may be.

7. Appointment, Terms and Conditions of Service of the Controller of Examinations and his Duties and Functions :- (1) **Appointment** - The Controller of Examinations shall be appointed by the Chancellor on the recommendations of a Selection Committee as may be constituted by him with the Vice Chancellor as its Chairman on the terms and conditions of service as may be specified in the subsequent statutes or the ordinances or the Regulations.

(2) **Duties and Functions** - The Controller of Examinations shall be a whole time salaried Officer of the University and shall work under the direction and control of the Vice Chancellor and with his approval shall perform the following duties and functions in addition to the duties as specified under Section 18-A (2) of the Act, namely:

- (i) to arrange for and supervise the work of examinations of the University maintaining the integrity and credibility of the examination system of the University;
- (ii) to perform such other duties as may be specified in the Statutes, the Ordinances, the Regulations and Rules and as may be required from time to time by the authorities of the University and the Vice-Chancellor;
- (iii) to create examination centres in the University and conduct all University examinations in a disciplined and efficient manner and make all such preparatory arrangements as are necessary to ensure the smooth conduct of examinations and timely declaration of results;

- (iv) to get the question papers for all the examinations of the University set by the examiners/paper setters, ensuring that the question papers are set in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course/paper and getting the same printed maintaining the entire process from the appointment of paper setters and setting of question papers to the printing of the question papers and supply of the same to the examinations centres with strict regard to secrecy;
- (v) to ensure proper secrecy, safety and maintenance of the record of the examinations of the University and oversee the work of all the branches of the Examination Section and to ensure that these branches work efficiently and effectively;
- (vi) to get the answer books for all University examinations evaluated well in time for tabulation, scrutiny and to ensure that all results of University examinations are declared and published within the schedule fixed for the purpose and the Detailed Marks Cards(DMCs)/Degrees and other relevant testimonials are supplied to the students or the Academic Units as the case may be, as expeditiously as possible, but within the period specified, for the purpose;
- (vii) to make arrangements for verifications of credentials of students, who had passed out of the University and make applications either for employment or admissions to any course in other universities/institutions within the country or abroad and would like their credentials to be verified by the University;
- (viii) to prepare and maintain accounts for secrecy funds, get the same checked/countersigned from the specified authority and keep permanent records for all such confidential transactions/accounts;
- (ix) to draw out the lists of Examiners, Paper setters, Evaluators, Centre Superintendents, Deputy Superintendents, Centre Inspectors, Members of Flying Squads, Invigilators, Observers, Chief Coordinators/Coordinators of various University Examinations, in consultation with various Heads of the Institutions/Departments with the approval of the competent bodies of the University;
- (x) to ensure the timely printing of the blank Answerbooks, DMCs, Degrees, Diplomas, Certificate with adequate security features and other stationary items required in the process of conduct of University examinations and declaration and despatch of results to the students/Institutes;
- (xi) to ensure the timely preparation of the Degrees of the students, who have been declared successful in examinations of various courses of the University, for signature by the Registrar, the Vice Chancellor and the Chancellor as the case may be;
- (xii) to keep regular liaison with the Academic Units and other Sections of the University with regard to matters relating to the University examinations; and
- (xiii) to work under the direct superintendence and direction of the Vice-Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.

8. Appointment, Terms and Conditions of Service of the Chief Finance and Accounts Officer and his Duties and Functions :— (1) **Appointment** - The Chief Finance and Accounts Officer shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by him with the Vice-Chancellor as its Chairman on such terms and conditions of service as may be specified in the subsequent statutes or ordinances or regulations.

(2) The Chief Finance and Accounts Officer shall be a whole time salaried officer of the University and shall work under the direction and control of the Vice-Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.

(3) When the office of the Chief Finance and Accounts Officer falls vacant or when he is by reason of illness or absence for any other cause, unable to perform his official duties, his duties shall be performed by such officer as the Vice-Chancellor may appoint for this purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointed.

(4) **Duties and Functions** - Subject to the control of the Vice-Chancellor, the Chief Finance and Accounts Officer shall perform the following duties and functions, namely:

- (i) to exercise general supervision over the funds of the University and shall advise it as regard to its financial policy;
- (ii) he shall be responsible for the proper maintenance of the accounts of the University;
- (iii) to perform such other financial functions as may be assigned to him by the Vice-Chancellor and as may be specified in the subsequent statutes or the ordinances or the regulations;

- (iv) to hold and manage the property and investments including endowed property for the furtherance of the objects of the University;
- (v) to ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for the financial year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
- (vi) he shall be responsible for the preparation of annual accounts and the budget of the University for the next financial year and presentation of the same before the appropriate bodies of the University for approval;
- (vii) to ensure that the registers of the properties, buildings, land, furniture and equipments are maintained up-to-date and that the stock checking of equipments and other consumable material in all offices and academic units is conducted at regular intervals, or as may be required from time to time;
- (viii) to advise in regard to the measures to develop the financial resources of the University and to protect the financial interest of the University and its academic units;
- (ix) to make provisions for the purchase of material and property required by the University and its various units except otherwise provided by the statutes or regulations;
- (x) to receive all contributions, grants, donations, gifts, endowments, etc. made in favour of and for the purposes of the University;
- (xi) to ensure that the accounts of the University including its constituent units are properly kept and audited and suggest measures for deposit and investment of collection of the University income from various sources in proper accounts with reliable Banks and other financial companies to secure the funds of the University and earn adequately reasonable amount of interest so long as the said funds are not required for utilization for any purpose of the University;
- (xii) to ensure that the income and fees due to the University are collected and the salaries and other amounts of the staff and others are paid as due to them;
- (xiii) to advise and install a suitable system of accounting and business procedure and keep an Accounts Manual for use in all institutions, Departments and offices of the University;
- (xiv) to develop and operate an internal audit system so that the record of all officers and employees responsible for receipt and expenditure, maintenance of accounts, and custody of property may be verified by the audit;
- (xv) to specify financial forms to be used in the University and perform such other duties as may be specified in the rules and regulations of the University or as may be specified under the decisions of the authorities or the Chancellor from time to time;
- (xvi) to exercise such financial powers to admit the bills and release payments as may be authorized by the competent authority subject to the exceptions if any, provided for in the rules and regulations of the University;
- (xvii) to exercise powers of drawing, disbursing and collection of money under relevant statutes and regulations with respect to the employees working in the University;
- (xviii) to call for from any Academic Unit, any information or returns that he may consider necessary to discharge his financial responsibilities; and
- (xix) to prepare and issue agenda and maintain minutes of the meetings of the Finance Committee, and conduct the correspondence on behalf of the said Committee.

(5) The receipt of the Chief Finance and Accounts Officer or the officer(s) duly authorized in this behalf by the Chancellor for any money payable to the University shall be sufficient discharge for the same.

9. Dean Academic Affairs and his Duties and Functions :- (1) **Appointment** - There shall be a Dean Academic Affairs appointed from amongst Professors of the University by the Chancellor on the recommendations of the Vice Chancellor.

(2) The term of appointment of the Dean Academic Affairs shall normally be three years and he shall be eligible for reappointment.

(3) Duties and Functions - The Dean Academic Affairs shall perform the following duties and functions, namely:

- (i) to coordinate and supervise the admissions of students to various courses of the University;
- (ii) to recommend an academic calendar containing all academic activities including decisions as regards academic terms, autumn and winter recesses, schedule of examinations, declaration of results, dates of admissions, dates for commencement of academic session and so on in consultation with respective Heads of the Academic Units for approval by the Vice Chancellor;
- (iii) to examine time tables of all University classes including evening classes, diploma courses etc. and to see that the same are properly pursued;
- (iv) to arrange for the accommodation for all the classes of the University including evening classes, diploma courses, etc.
- (v) to see that the discipline and routine of work in all University classes including evening classes, diploma courses are maintained properly;
- (vi) to exercise control in respect of matters specified in (v) above over the functioning of the academic units of the University through Heads of the Departments/Institutes;
- (vii), to co-ordinate wherever necessary, the work of the teaching staff of the Academic Units of the University but not to directly control the work of the Heads of Departments/Institutes in their respective academic units;
- (viii) to recommend plans to the Vice Chancellor for the organization of Seminars/Conferences and other academic programmes in consultation with the concerned academic units;
- (ix) to examine requirement of Faculty for various Academic Units in consultation with the Heads of Departments/Institute concerned;
- (x) to exercise supervision and control on the working of the Foreign Information Bureau of the University;
- (xi) to perform any other duty or function allotted to him by the Vice-Chancellor and other authorities of the University from time to time;
- (xii) to ensure that the curriculum of various courses are regularly updated;
- (xiii) to perform any other duty or function assigned to him by the Vice-Chancellor and the Chancellor;
- (xiv) to develop syllabi of new academic programmes to be established by the University through any of its various Academic Units;
- (xv) to seek accreditation from the appropriate accrediting/professional agencies including both national and international agencies;
- (xvi) to develop academic collaboration for the University with Institutions of repute both in India and abroad;
- (xvii) to recommend to the Vice-Chancellor about the establishment of new academic programmes and for the elimination of certain other programmes;
- (xviii) to act as an Academic guide, in developing and improving the teaching and research standards in the faculties/schools/ colleges/Institutions/Departments; and
- (xix) to suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas.

(4) He shall be subject to the direction and control of the Vice Chancellor accountable to the Vice-Chancellor/Chancellor and authorities of the University.

10. Deans of Faculties :- **(1) Appointment -** There shall be a Dean of each Faculty who shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the Directors/Principals/Professors in various Departments/Institutes comprising the faculty. In case no Professor is available in any Faculty, an Associate Professor can be appointed as Dean time being.

(2) The term of appointment of the Dean shall be three years and he shall be eligible for reappointment.

(3) Duties and Functions - The Dean of Faculty shall report directly to the Vice-Chancellor and perform the following duties and functions, namely :

- (i) he shall oversee the functioning and development of academic units forming part of the faculty and co-ordinate with the Dean Academic Affairs in performing such duties;
- (ii) he shall advise the Vice-Chancellor regarding all academic and administrative matters of Academic Units under his faculty;
- (iii) the Heads of various Academic Units, shall report to him on a regular basis;
- (iv) he shall convene the meetings of the Faculty as per provisions of the subsequent statutes, ordinance and regulations;
- (v) he shall be responsible for the conduct and maintenance of the standards of teaching and research in the Academic Units under his faculty;
- (vi) he shall be responsible for the coordination of teaching and the execution of the decisions of the Faculty; and
- (vii) he shall have the right to be present, address and to take part in discussion at any meeting of any of the Committees of the Faculty but he will have no right to vote in case he is not a member of the said Committee.

(4) He shall be subject to the direction and control of the Vice Chancellor accountable to the Vice-Chancellor/Chancellor and authorities of the University.

11. Dean Students Welfare (DSW) :- Appointment, Duties and Functions

(1) **Appointment** - The Dean Students Welfare (DSW) shall be appointed by the Vice Chancellor, from amongst teachers of the University who shall not be below the rank of a Professor.

(2) The term of appointment of the Dean Students Welfare shall be three years and he shall be eligible for reappointment.

(3) **Duties and Functions** -The Dean Student Welfare (DSW) shall perform the following duties and functions, namely:

- (i) to make proper arrangement for the residence in various University Hostels and to supervise discipline of students, studying in the University classes and to take proper precautions with adequate measures against ragging;
- (ii) to plan, organize and supervise the co-curricular and cultural activities of the students in the University campus;
- (iii) to look after the physical welfare and NSS activities of the students in the University campus;
- (iv) to operate the accounts of the funds allocated for the Hostels and the students welfare and other co-curricular activities;
- (v) to deal with all matters pertaining to discipline among the University students on the campus, and outside, excepting those relating to their academic work, which will be dealt with by the Heads of Academic Units and/or the Dean Academic Affairs and to impose penalties as may be deemed necessary, after due enquiry;
- (vi) to devise ways and means for promoting the well being of the University students - social, moral and emotional values inculcating among them, regard for great ideas, like loyalty to country, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports, etc;
- (vii) to control and implement the various scholarship schemes of State/Central Government for the students of the University;
- (viii) to have the overall control and supervision of the University Hostels and the Office of the Dean Students Welfare in the best interest of the students;
- (ix) to publish In-house magazines and other similar publications as their Chief Editor and Coordinator; and
- (x) to perform any other duty or function allotted to him by the Vice-Chancellor and other authorities of the University from time to time.

(4) He shall be subject to the immediate direction and control of the Vice Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.

(5) The Vice-Chancellor may authorise any other person to exercise any or all of the duties of the Dean of Students Welfare in his absence.

12. Dean Research and Development (DRD) :- (1) Appointment - The Dean Research and Development(DRD) shall be appointed by the Vice Chancellor from amongst the teachers of the University not below the rank of the Professor.

(2) The term of appointment of the Dean Research and Development shall be three years and he shall be eligible for reappointment.

(3) Duties and Functions -The Dean Research and Development shall perform the following duties and functions, namely:

- (i) to act as an academic guide in developing and improving the research standards in the academic units and promote consultancy and R&D activities in the University and its academic units;
- (ii) to act as a vital link with the UGC, AICTE, NCTE, MCI/DCI/INC/PCI/NAAC/NBA, and other regulatory bodies, universities, national and international agencies.
- (iii) to keep abreast with the latest educational policies of both the State and Central Governments and also to apprise the academic units about the same, guiding them in their proper implementation;
- (iv) to hold Workshops/Faculty Development Programmes for sensitizing the faculty of the academic units with regard to research and development;
- (v) to take steps and bring about NAAC/NBA accreditation for Institutions/Departments, to provide guidance and logistic support for getting the highest possible grade for the Institutions;
- (vi) to help the academic units get maximum amounts of financial grants from various funding agencies including UGC, AICTE, State and Central Governments for promoting research activities and organizing other academic programmes in the University;
- (vii) to suggest and propose innovations and newer ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas; and
- (viii) to perform such other duties or functions as may be assigned to him by the Vice-Chancellor and authorities of the University from time to time.

(4) He shall work under the immediate control of the Vice Chancellor and shall be accountable to the Vice-Chancellor/Chancellor and authorities of the University.

13. Directors/Principals :- (1) There shall be a Director/Principal of each of the Institutes who shall be appointed by the Chancellor on the recommendations of the Selection Committee constituted by him with the Vice Chancellor as its Chairman on such terms and conditions as may be specified in the subsequent Statutes.

(2) In case there is no regular Director/Principal in any Institute, the duties and functions of the Director/Principal may be assigned by the Vice Chancellor to a teacher from the Institute who shall preferably not be below the rank of a Professor.

(3) Duties and Functions - The duties and functions of the Directors/Principals of the Institutions shall be such as may be prescribed by the subsequent Statutes or Ordinances or Regulations.

14. Heads of the Departments :- (1) Any independent teaching Department or the institutes of the University having multiple departments shall have a Head of the Department for each of the Departments who shall be appointed by the Vice Chancellor from amongst the Professors in the Department.

Provided that if there is no Professor in the Department, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

(2) The term of appointment of the Head of the Department shall be three years and he shall be eligible for reappointment.

(3) Duties and Functions - The duties and functions of the Head of the Department shall be as may be prescribed by the subsequent Statutes or Ordinances or Regulations.

15. Other Authorities of the University :- In addition to the authorities as specified in Section 21, there shall be the following other authorities, namely:

- (i) the Finance Committee;
- (ii) the Academic Planning Board;
- (iii) the Faculties;
- (iv) the Boards of Studies; and

- (v) such other authorities as may be declared by the Statutes to be the authorities of the University.

16. Constitution, Powers and Functions of the Governing Body :-

(1) **Constitution** - The Constitution of the Governing Body shall be as per provisions of the Act.

(2) **Powers and Functions**- In addition to the powers mentioned under sub-section (2) of section 22, the Governing Body shall have the following additional powers, namely:

- (i) to approve the subsequent statutes to be framed under section 31 and the first ordinances to be framed under section 32 by the Board of Management;
- (ii) to establish, equip and maintain the University library or laboratories;
- (iii) to provide for research and the advancement and dissemination of knowledge in such branches of learning as it may deem necessary; and
- (iv) to take all such measures and to do all such acts, as may be necessary or desirable to achieve the objects of the University.

17. Meetings of the Governing Body :- (1) The term of office of the members of the Governing Body nominated under clauses (d), (e) and (f) of sub-section (1) of section 22 shall be two years.

(2) A nominated member may be re-nominated as a member of the Governing Body after the completion of the term.

(3) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in the case of a tie.

(4) The quorum for meetings of the Governing Body shall be four.

18. Constitution, Powers and Functions of the Board of Management :-

(1) **Constitution** - The Constitution of the Board of Management shall be as per provisions of the Act.

(2) **Powers and Functions**-The Board of Management shall exercise and perform following powers and functions, namely:

- (1) The Board of Management shall, subject to control of the Chancellor, have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Board of Management shall, in addition to the other powers vested in it, have the following powers, namely:
 - (i) to approve teaching and other academic posts and to define the functions and conditions of service of Professors, Associate Professors, Assistant Professors and other teachers, and academic staff employed by the University;
 - (ii) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
 - (iii) to invest any money belonging to the University including any sudden and unforeseen income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with like power of varying such investment from time to time:

provided that no action under this clause shall be taken without consulting the Finance Committee;
 - (iv) to create teaching after taking into account the recommendations of the Academic Council and Finance Committee and non teaching posts after taking into consideration the recommendations of the Finance Committee and to specify the number of appointments thereto;
 - (v) to regulate and enforce discipline amongst the employees in accordance with the provisions of the statutes, the ordinances or the regulations;
 - (vi) to transfer or accept transfers of any immovable property on behalf of the University;
 - (vii) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
 - (viii) to select the common seal for the University and to provide for the use of such seal; and
 - (ix) to delegate any of its powers to the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officer or to any other officer, employees or authority or to a committee appointed

- by it, as it may deem fit.
- (x) to prepare the annual report of the university in terms of Section 42 (1); and
- (xi) to get the annual accounts including balance sheet of the University prepared in terms of Section 42 (2).

19. Meetings of the Board of Management :- (1) The term of office of the members of the Board of Management nominated under clauses (c), (d), (e) and (f) of sub-section(1) of section 23 shall be two years.

(2) A nominated member can be re-nominated as a member of the Board of Management after the completion of term.

(3) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in the case of a tie.

(4) The Board of Management shall meet once in every two months.

(5) The quorum for the meetings of the Board of Management shall be five:

Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.

20. Constitution of the Academic Council :- (1) **Constitution** - The Academic Council shall consist of the following persons, namely:

(a) Ex-officio members:-

- (i) the Vice-Chancellor (Chairperson);
- (ii) the Dean of Academic Affairs;
- (iii) the Deans of Faculties of the University;
- (iv) the Dean Students Welfare;
- (v) the Dean Research and Development;
- (vi) the Directors/Principals of the institutes established by the University;
- (vii) the Heads of Departments;
- (viii) the Controller of Examinations;

(b) Other members :-

- (i) two outside experts to be nominated by the Chancellor for a term of two years.
- (ii) two outside experts to be nominated by the Vice Chancellor for their special knowledge for a term of two years.
- (iii) three teachers other than ex officio members of the Council to be nominated by the Vice Chancellor for a term of two years.

(c) Registrar (Member-Secretary)

(without any voting right)

21. Powers and Functions of the Academic Council :- (1) The Academic Council being principal academic authority of the University shall, supervise, direct and control, and be responsible for the maintenance of standards of instruction, education, research and examinations and other matters connected with the obtaining of degrees and exercise such other powers and perform such other duties as may be specified by the statutes, the ordinances and the other provisions made thereunder.

(2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of the Act, Statutes, Ordinances, Regulations and rules, the Academic Council shall in addition to all other powers vested in it, have the following powers and duties, namely :

- (i) to exercise general supervision over the academic policies of the University, and to give directions regarding methods of instruction, cooperative teaching among academic units, evaluation of research or improvements in academic standards;
- (ii) to bring about inter-disciplinary, inter-Faculty co-ordination to establish or appoint committees for taking up projects;
- (iii) to consider matters of general academic interests either on its own initiative or on a reference by the Chancellor, the Vice Chancellor or Board of Management or a Faculty and to take appropriate action thereon;

- (iv) to frame regulations in consonance with the Act, Statutes and Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fee concessions, attendance, internal assessment, award of distinctions, etc.;
- (v) to provide scheme of examinations, syllabi and courses of study for various examinations and approve names of Examiners/Papersetters on the recommendations of the respective Board of Studies and Faculty; and
- (vi) to exercise such other powers and perform such other duties as may be conferred or imposed on the Academic Council by the Act, Statutes or the Ordinance.

(3) All the decisions of the Academic Council as regards schemes of examinations, syllabi and courses of studies, approval of names of Papersetters/Examiners and conducting of examinations insofar as they are not provided for by the Statutes and the Ordinance shall be final.

22. Meetings of the Academic Council :- (1) The meeting of Academic Council shall be held on such date and at such time and place as may be fixed by the Vice-Chancellor.

(2) The quorum of the meetings of the Academic Council shall be one-third of its total members.

(3) The members of the Academic Council, other than Ex-Officio members, shall hold office for a term of two years.

(4) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in the case of a tie.

23. Finance Committee :- (1) **Constitution** - The Finance Committee shall consist of the following, namely :

- (i) the Vice-Chancellor;
- (ii) one person to be nominated by the Sponsoring Body;
- (iii) three persons to be nominated by the Chancellor; and
- (iv) one member to be nominated by the Vice-Chancellor from amongst the Members of the Board of Management.

(2) The Vice-Chancellor shall be the Chairperson of the Finance Committee.

(3) The Chief Finance and Accounts Officer shall be the ex-officio Member Secretary of the Finance Committee and he shall have a right to vote.

(4) Every member of the Finance Committee, other than the ex-officio members, shall hold office for a term of two years from the date on which he becomes a member of the Committee.

(5) Three members of the Finance Committee shall form the quorum for the meeting.

(6) All decisions at the meeting shall be taken by a majority vote of the members present. The Chairperson shall have a second or casting vote in case of a tie.

(7) The Finance Committee shall ordinarily meet twice in a year.

(8) **Powers and Functions** - (i) All proposals relating to revision of grades, up-gradation of the pay-scales and those items which are not included in the budget, shall be examined by the Finance Committee before those are considered by the Board of Management.

(ii) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.

(iii) The annual accounts and the financial estimates of the University prepared by the Chief Finance and Accounts Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted, with or without amendments to the Board of Management within the overall ceiling fixed by the Committee.

24. Academic Planning Board :- (1) **Constitution** - The Academic Planning Board shall consist of the Vice-Chancellor and not more than six other members to be nominated by the Chancellor.

(2) The Vice-Chancellor will be the Chairperson of the Academic Planning Board and the Registrar will be the Member-Secretary of the Board.

(3) All the members of the Academic Planning Board, other than the Vice-Chancellor and the Registrar will hold office for a term of two years.

(4) The Academic Planning Board shall meet at such intervals as it may deem expedient, but it shall meet at least once in a year.

(5) All decisions at the meeting of the Academic Planning Board shall be taken by a majority vote of the members present. The Chairperson at the meeting shall have a second or casting vote in case of a tie.

(6) **Power and Functions**-The Academic Planning Board can design appropriate plans for academic development and expansion of the University and it shall, in addition, have the right to advise the Chancellor, Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University;

25. The Faculties :- (1) The University may have all or any of the following faculties:

- Faculty of Engineering & Technology.
- Faculty of Management.
- Faculty of Medical Sciences.
- Faculty of Dental Sciences.
- Faculty of Para Medical Sciences.
- Faculty of Pharmacy.
- Faculty of Humanities.
- Faculty of Sciences.
- Faculty of Law.

(2) **Constitution** - The constitution of the Faculties shall be as under:

- (i) Dean of the Faculty (Chairperson).
- (ii) All the Heads of the Departments/Institutes (HoD) comprising the Faculty.
- (iii) All Professors of the Departments/Institutes comprising the Faculty.
- (iv) Two Associate Professors
(Nominated by the Vice Chancellor from the Departments/Institutes comprising the Faculty for a term of two years)
- (v) Two Assistant Professors
(Nominated by the Vice Chancellor from the Departments/Institutes comprising the Faculty for a term of two years)
- (vi) Two Outside Experts nominated by the Vice-Chancellor for a term of two years.

(3) Each Faculty shall be headed by a Dean and shall consist of such Academic Units as may be specified by the Ordinances.

(4) The functions of the Faculty shall be such as may be specified by the Ordinances.

26. The Boards of Studies - (1) Every Academic Unit included in a Faculty shall have a Board of Studies. The Director/Principal/Head of the Department, as the case may be, shall be ex-officio Chairperson of the respective Board of Studies.

(2) **Constitution** - The Constitution of the Board of Studies shall be as under :

- (i) Head of the Department/Institute (Chairperson)
- (ii) All Professors Comprising the Department/Institute concerned.
- (iii) One Associate Professor
(Nominated by the Vice Chancellor from the Department/Institute for a term of two years)
- (iv) One Assistant Professor
(Nominated by the Vice Chancellor from the Department/Institute for a term of two years)
- (v) Two Outside Experts
(Nominated by the Vice Chancellor for a term of two years)

(3) The functions of the Board of Studies shall be such as may be specified by the Ordinances.

27. Miscellaneous Provisions concerning Authorities :-(1) **Other Committees** - The Governing Body or the Board of Management or the Academic Council may appoint such Boards or Committees consisting of members of the concerned authorities and such other persons as the authority in each case may think fit; and such Board or Committee may deal with the subject assigned to it subject to subsequent confirmation by the authority which appointed it.

(2) **Elected Chairperson to Preside Where no Provision is made in the statutes** - Where, under the Act, the Statutes or the Ordinances or rules made thereunder no provision is made for a Chairperson to preside over a

meeting of any of the Authorities of the University, Board or Committee, or when the Chairperson is absent, the members present shall elect one amongst them to preside over the meeting.

(3) Resignation – (i) Any member other than an ex-officio member of the Governing Body, the Board of Management, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Registrar :

Provided that such resignation shall take effect only on the date from which the same is accepted by the authority competent to fill the vacancy.

(ii) If any member of the authority of the University ceases to be a member of that authority from which he has been nominated or appointed, he shall cease to be the member of the Board or Committee concerned.

28. The Manner of Appointments to Teaching/Academic Posts :- (1) The teachers of the University shall be appointed by the Vice-Chancellor on the recommendations of Selection Committee with the approval of the Chancellor.

(2) No person shall be appointed as a teacher of the University for the regular post except on the recommendations of a Selection Committee constituted for the purpose. However, temporary appointments can be made on contract basis without the Selection Committee.

(3) Selection Committee - There shall be Selection Committee for making recommendations for appointment to teaching/academic posts which shall consist of the following:

- (i) Vice-Chancellor (Chairperson)
- (ii) Chancellor's Nominee
- (iii) Dean of Faculty concerned
- (iv) Director/Principal/HOD (if he/she is Professor)
- (v) Two Persons not connected with the University nominated by the Chancellor out of a panel of experts recommended by the Vice Chancellor having special knowledge of or in the subject concerned :

Provided that the Chancellor may, if he considers necessary, add more names to the panel of experts drawn by the Vice Chancellor.

- (vi) Registrar shall act as the Secretary of the Selection Committees.
- (vii) Four members including one expert shall form the quorum.

(4) Appointments to regular teaching/academic posts shall be made through open advertisement as per qualifications prescribed by the concerned Regulating Councils.

(5) Notwithstanding anything contained in the Act and Statutes and other rules made thereunder the Chancellor on the recommendations of the Vice Chancellor may invite a person of high academic distinction and professional attainments to accept an assignment as Professor Emeritus or Visiting Professor or Scholar of Eminence or Guest Faculty and the like on such terms and conditions as may be mutually agreed and offer him to join the University as such.

29. Honorary Degree :- Where the Chancellor, on a resolution passed by the Academic Council with 2/3 majority of the members present, recommends that an Honorary Degree be conferred on any person on the ground that he/she is, in their opinion, by reason of eminent position or social status having rendered exceptional service to the society or academic attainments a fit and proper person, to receive such a degree, and the recommendations are approved by the Visitor, the University may confer on such person the Honorary Degree, so recommended without requiring him to undergo any examination.

30. Appointment to other Administrative and Non-Teaching Posts :- (1) Appointment to other Administrative and Non-teaching posts shall be made by the Vice Chancellor on the recommendations of the Selection Committee which shall consist of the following:-

- (i) Vice-Chancellor (Chairperson).
(or his nominee not below the rank of Professor)
- (ii) Chancellor's Nominee.
- (iii) One Member of the Board of Management nominated by the Vice-Chancellor.
- (iv) One Expert Nominated by the Chancellor out of the Panel of Experts recommended by the Vice-Chancellor.
- (v) Registrar (Member Secretary).
- (vi) Three Members shall form the quorum.

(2) Appointment to the regular administrative posts shall be made through Selection Committee by open advertisement as per qualifications prescribed by the Board of Management. However, temporary appointments can be made on contract basis without Selection Committee.

31. Terms and Conditions of Service of the Employees :- (1) All the employees of the University including teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and conduct rules as may be specified by the University from time to time in the regulations.

(2) All regular employees will be appointed on probation of two years extendable for another year during which period their service can be terminated with one month's notice from either side without assigning any reason. After confirmation the notice for termination will be three months. In the case of appointments on temporary or contract basis their services will be determined as per terms of their appointment.

(3) Where there is an allegation of misconduct or dereliction of duty against an employee, the Vice Chancellor may, if he thinks fit, by an order in writing place the employee under suspension and shall report to the Board of Management, the circumstances under which the order was made:

Provided that the Board of Management may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the employee, revoke that order.

(4) Notwithstanding anything contained in terms of his/her appointment or contract of service, the Vice Chancellor with the approval of the Chancellor shall be entitled to remove an employee on the ground of misconduct:

Provided that no employee shall be removed under above clause until he/she has been given a reasonable opportunity to show cause against the action proposed to be taken against him.

32. The Procedure for Arbitration :- (1) Any dispute arising between the University and an employee of the University and the same not being decided for a period of more than one year, shall, on the request of either party be referred to an Arbitral Tribunal for decision, which shall consist of the following :

- (i) a Chairperson nominated by the Chancellor;
- (ii) one person nominated by the Board of Management; and
- (iii) one person nominated by the employee concerned.

(2) The University shall furnish any record, report or other information called for by the Arbitral Tribunal to discharge its function in an efficient manner.

(3) The decision of the Arbitral Tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by it.

(4) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examination of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Chancellor and the Chancellor may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be and any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to the Arbitral Tribunal in the manner as may be specified in the regulations.

(5) Every employee or student of the University or any Academic Unit shall, notwithstanding anything contained in the Act, have a right to appeal within such time as may be specified by the regulations, to the Chancellor against the decision of any officer or authority, as the case may be, and thereupon, the Chancellor may confirm, modify or reverse the decision appealed against.

33. Legal Jurisdiction :- All disputes shall be subject to jurisdiction of the Civil Courts at Ambala or Courts having jurisdiction in respect of Ambala.

34. Protection of Action Taken in Good Faith :- No suit or other legal proceedings shall lie against any officer or employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of the Act or statutes or ordinances and other rules and regulations made thereunder.

35. Institution of Fellowships, Scholarships, Studentships, Medals, Prizes, etc. :- (1) Subject to the availability of funds, the Academic Council shall initiate action in consultation with the appropriate Faculty of each Academic Unit and recommend the institution of tuition freeships, fellowships, scholarships, studentships, medals, prizes, etc. The Academic Council shall recommend these awards to the Board of Management.

(2) The Board of Management shall have full powers to make rules and regulations for the purposes of award, suspension, or cancellation of the tuition freeship, fellowships, scholarships, studentships, medals, prizes etc., approved by it:

36. Admission Policy :- (1) Subject to the provisions of the Act, admission in the university shall be made strictly on the basis of merit.

(2) Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the state level either by an association of the universities conducting similar courses or by any agency of the State :

Provided that admission in professional and technical courses shall be made only through an entrance test.

(3) A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana:

Provided that in case the university is having collaboration with reputed foreign or international universities or other institutions of other similar nature, the Government may relax the percentage of this reservation.

Explanation – ‘collaboration with reputed foreign or international universities’ means and includes an agreement for collaboration in the areas like course structure, curriculum and faculty development, joint research programmes, student exchange programmes and admission through internationally recognized processes :

Provided further that in case seats allotted under reserved categories remain vacant, the seats shall be converted into general categories and offered to the candidates of general category.

37. Fee Structure :- (1) The university may, from time to time, prepare fee structure and shall send it for information to the Government, at least thirty days before the commencement of the academic session.

(2) The fee structure for the twenty five per cent of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows:

- (i) one-fifth of the twenty-five percent shall be granted full fee concession.
- (ii) two fifth of the twenty-five per cent shall be granted fifty percent fee concession.
- (iii) The balance two-fifth of the twenty-five percent shall be granted twenty five per cent fee concession.

(3) The university shall not charge any fee, by whatever name called, other than that prescribed as per clause (1) and (2) above:

Provided that in case the university is having collaboration with reputed foreign or international universities or other institutions of other similar nature, the Government, may, approve different percentage of student eligible for, hundred per cent, fifty percent or twenty-five per cent fee concession.

38. Provisions regarding number of seats in different courses :- (1) Total number of seats in different courses shall be decided by the Academic Council subject to the approval by the Chancellor.

(2) Number of seats in different courses may, however, be increased or decreased at the discretion of the Academic Council subject to approval of the Chancellor.

Anything contrary to the provisions of the Haryana Private University Act, 2006 as amended from time to time will be treated as null and void.